

CALIFORNIA STATE BOARD OF EQUALIZATION
External Affairs Department
Communications Office/Document Translations

JOB TITLE: Graphic Designer -Translations Student Intern

JOB REQUIREMENTS: Graphic Design Skill and Experience. A working knowledge of Adobe Suite, especially InDesign, Internet, Word, Excel, and working with pdf's, and typical office duties and protocol. Communicate effectively both verbally and in writing. Follow oral and written directions. Type and proofread accurately, use correct punctuation, spelling and grammar.

DESIRED SKILL: Bilingual desired but not required in Chinese, Vietnamese, Korean or Spanish. Ability to analyze processes and recommend changes/improvements.

FALL SEMESTER: September to December; may include spring schedule of. Flexible hours based upon students schedule (16 hours per week).

STATEMENT OF DUTIES: Under direct supervision of the Document Translations Staff Services Manager 1, the intern assists in a variety of projects including translating English to specified language for documents, brochures and flyers. In addition, interns proofread a variety of documents in a variety of languages for visual accuracy. Interns conduct research projects, work with electronic files and filing systems and build support data bases. Interns also perform a variety of clerical tasks.

SUPERVISION RECEIVED: Direct supervision from the Staff Services Manager and Information Officer II. Technical assistance is limited, intern is expected to have working knowledge of Indesign software.

SUPERVISION EXERCISED: None.

TYPICAL WORKING CONDITIONS: State building is an enclosed office area with modular furniture in a smoke-free environment. Must be willing to work in a high-rise building.

ESSENTIAL FUNCTIONS

- 70% Utilize design software to create publications and process for print.
- 10% Translate all manner of written materials from English to specified language. Proofread the work of other translators and make corrections/suggestions.
- 10% Research and compile information for various projects, work with electronic files, data bases and filing systems.
- 10% Perform a variety of clerical tasks.

Please email your resume to: carmen.garcia@boe.ca.gov

Or US mail to:

**Ms. Carmen Garcia
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